

## **Total Army School System (TASS) Unit Pre-Execution Checklist**

### **5<sup>th</sup> Battalion (PSS), Jackson, MS**

The Purpose of this document is to assist the unit in preparing soldiers for school attendance while providing one single document with appropriate attachments, for the Training Institutions. **This checklist will be completed by appropriate unit personnel, verified and signed by the Unit Commander .** The soldier must have a signed pre-execution checklist in his/her possession upon arrival to scheduled class.

Name: \_\_\_\_\_ SSN: \_\_\_\_\_  
Typed or Printed

Unit: \_\_\_\_\_ DOR: \_\_\_\_\_

Course Title: **Administrative Specialist 71L10** \_\_\_\_\_ Start Date: \_\_\_\_\_

1 <sup>st</sup> Line Ldr Initials	Soldiers Initials	Part I Pre-Execution
		Coordination between customer unit and TASS unit to Identify the soldier by name?
		Soldier in receipt of school/course information?
		Read ahead packets?
		All required clothing/equipment IAW School/Course Information Packet
		Soldier demonstrated physical fitness requirement on diagnostic test administered within 30 days of scheduled departure for school. Only as required.
		Soldier meets standards of AR 600-9?
		Transportation requirements completed?
		Adequate cash/traveler checks/government credit card?
		Individual orders received?
		School mailing address/telephone number received?(for family)
		Ten (10) copies of orders
		Transportation verified/approved (ticket picked up)
		Current/valid identification card
		ID tags(1 pair, Army value Card/tag.
		Notify soldier of requirement to take APFT and be weighed as required

#### **Unit POC List:**

CDR Business Phone		Home Phone	
1sg Business Phone		Home Phone	
FTM Business Phone		Home Phone	
Unit Fax Number		Unit E-mail	

**Army personnel must meet the prerequisites for the course stated in the Army Formal School Catalog (DA Pam 351-4) unless a waiver is obtained. In addition, Army Personnel must also satisfy applicable provisions of AR 611 series, AR/NG350-1, ATRRS and other pertinent policies and regulations**

PART II ROUTINE PREREQUISITES		
<u>TASK</u>	<u>REGULATION DATA</u>	<u>SOLDIER DATA</u>
Minimum Aptitude Score (ASVAB) Enter score per DA Pam 611-21	<u>CL 95</u>	<u>CL</u>
Typing Proficiency	20 Net words per minute	<u>      </u> Net Words Per Minute
Physical demand rating/profile (enter PULHES per DA 611-21)	PULHES - 323222 MAX	PULHES
DA form 1059 for all previous required Phases for phase/course attending (if applicable)	<u>      </u> NA <u>      </u> School Code <u>      </u> Date of Completion <u>      </u> Course completed <u>      </u> Phase completed	
Soldier has current military and civilian vehicle operator license(s) (if Applicable, valid through course end date, enter expiration date) enter qualification as required per ATRRS SH screen	NA	

PART III REQUIRED DOCUMENTS	
Security Clearance (if applicable, attach as required)	
Permanent Profile attendees have a copy of MRB(P3,P4) results with DA Form 3349 signed by his/her commander, and have an ARMY doctor approve alternate aerobic event for APFT (if applicable)	
All required waivers (if applicable)	
Other Requirements (if applicable)	
Other Requirements of DA Pam 611-21 Not Previously Listed	

I have been counseled and have read all requirements applicable to the course I'm being set to attend. Attendance at this course and class will not pose any known hardship on me and/or my family that would detract from or prevent me from successfully completing course requirements.

STUDENTS SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

I have reviewed the above soldier's qualifications and potential to successfully complete this course; have counseled him/her on these requirements and hereby verify his/her readiness to attend same.

Commanding Officer: \_\_\_\_\_  
(typed name and rank)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Commanding Officer only)

Unit commanders will ensure that all soldiers, including walk-ons, enroll in institutional training meet the course prerequisites. Soldiers who report for training must have in their possession a completed pre-execution checklist, signed by the soldier and the unit commander. The Pre-execution checklist will be used to verify routine prerequisites such as line scores, PULHES, and DA Form 1059. Unit Commander can further certify the completion of prerequisites testing/evaluation (i.e. typing test). Documentary evidence of security clearance, physical profile, and other non-routine prerequisites are required in addition to the pre-execution checklist. The unit commander's signature on the pre-execution checklist will suffice as certification that the soldier meets the routine course prerequisites (as stated above) IAW all requirements of the course as listed in DA Pam 351-4 (U.S. Army Formal Schools Catalogue), the ATRRS prerequisite screen, and DA Pam 611-12 for MOSQ courses. Soldiers reporting for training who do not have in their possession, with in 3 working days from the course start date, a completed and signed pre-execution checklist will be returned to their unit to enforce the importance of the chain-of-command preparing their soldiers for training. Soldiers reporting for training, who do not have in their possession, within 3 working days from the course start date, the documentary evidence of non-routine prerequisites (security clearance, physical profile, MRB etc) will be returned to their unit. The pre-execution checklist is a pre-enrollment requirement for all TASS course/institutions except OCS. CAS3,CGSOC and the resident SGM Course.